Welcome Department Chair!

Congratulations on your role! The Registrar's Office is available to facilitate a smooth transition. If at any time you need assistance please contact our office.

This documents contains screen prints for the process to enter Student Course Overrides and to view Student Registration Pins. Overrides will be the primary reason you will enter Banner.

The following details will assist you when entering course overrides or academic petitions. You may want to ask for the following details from the student to help you complete the task.

- Student Name and ID (9-diget number)
  - Course Number (CRN)
    - Reason(s) why the student cannot enter the course, examples
      - Course requires a certain grade in a prerequisite
      - Missing a prerequisite
      - Missing a test score
      - Class is full
      - Course requires the department chair permission
  - Reason for course substitution request
    - Some majors have non-course requirements. Once the chair validates completion, a petition is entered.
- Understanding Term Codes:
  - Summer Term 20XX10
  - Fall Term 20XX20
  - Spring Term 20XX30

Banner: https://sites.google.com/a/heidelberg.edu/banner-support-site/
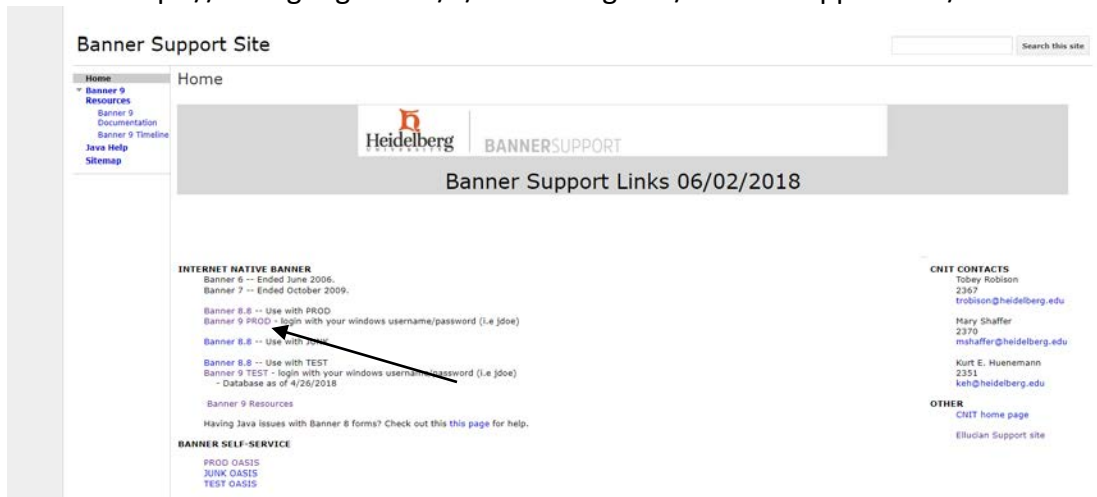
Click on: Banner 9 PROD (When 9.X PROD use most current number)
Click on: Banner 9 Resources for Keyboard Shortcuts and a short video

Banner Logon: Use your windows username/password (i.e. jdoe). The system will time out after 2 hrs.
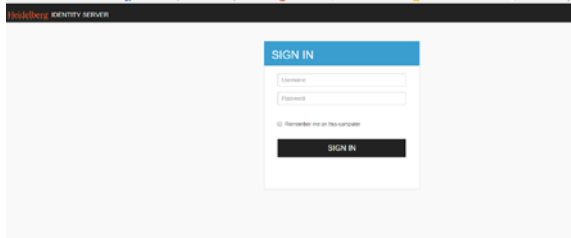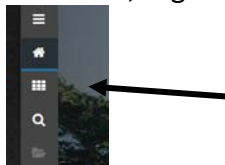

After logging in successfully, you will see:

You may type the form code or click the magnifying glass to search a specific form.

To search form names click Applications. Here you will see many names of forms but access is limited to overrides, registration pins, faculty course assignments. Course assignments is more funtional via OASIS.

Course Overrides SFASRPO

Enter Student ID and Term. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%)

Enter the Permit (override) or select the three dots for a full list. Enter the CRN, Subject Code, Course Number. Note: if the section a student enters is irrelevant, skip the CRN and enter the Subject and Course Number.

Once finished, click Save.

Click Start Over to enter multiple student overrides.

Hint: Full Course Override means all seats are taken. This will not give a blanket override for all reasons the student cannot add the course.

Alternative Registration Pin SPAAPIN

Enter Term and Student ID. Search a student by tabbing over from the ID box. Search Last Name, First Name. A partial name can be searched using the % symbol. (ex. Do%, Jo%) Academic advisors are to provide a student's registration pin after schedule review and confirmation. In the event that an advisor is not available, or departmental advising is taking place, the Department Chair can see a student's pin.

Banner Log out
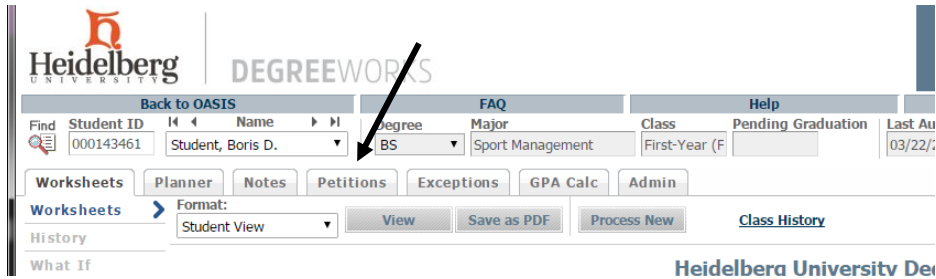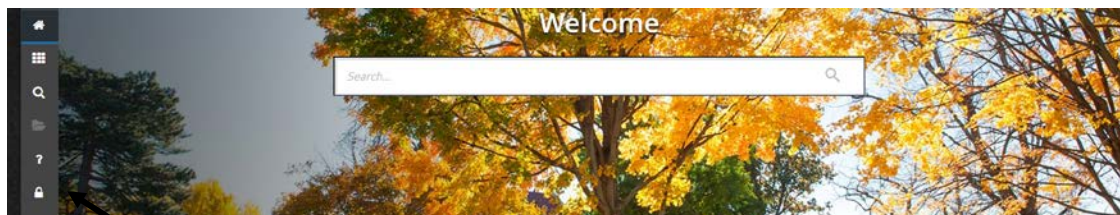
DegreeWorks: Course Petitions
Department chairs may enter in course substitutions for the major/minor of your responsibility. When a director also reports to you, only the chair has access to enter the substitution. General Education substitutions go through the Associate Vice President for Academic Affairs.
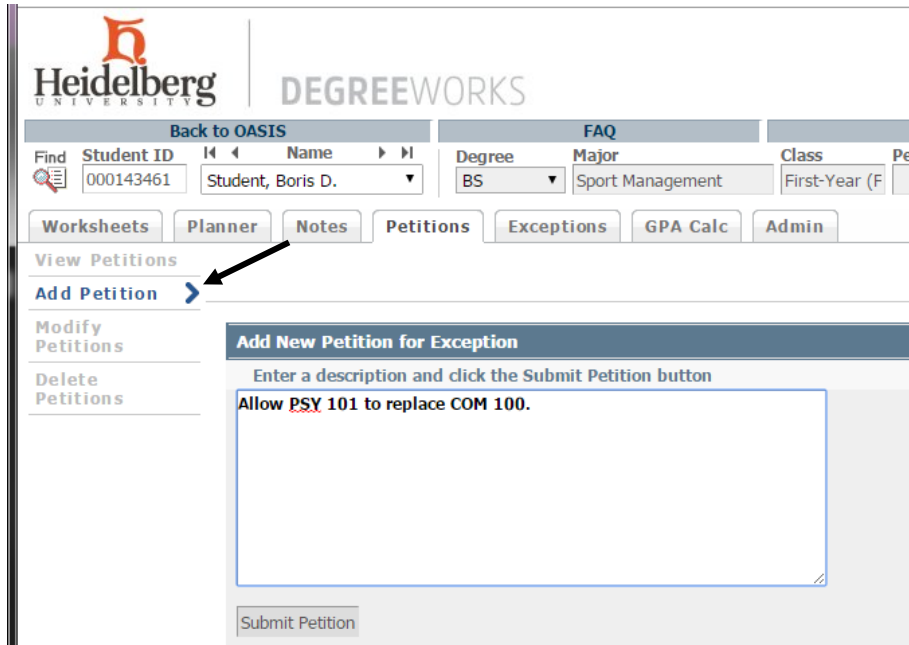
Step: 1
Open DegreeWorks, via OASIS

Step 2.
Click on the Petition Tab

Step 3:
Add a New Petition

Access in OASIS
As a Department Chair, you may view the course roster for the course subjects you are responsible to oversee. Use the Class List- Customizable option. Deans are able to see lists within their school.

Major and Minor Student Lists
Most students will report when searching within the major or minor listing. However, because students now have multiple majors and minors this confuses the code populating these lists. When an accurate list is needed, contact the Office of the Registrar.